



Individual Development Plan

Performance Year_____

See Instructions

Employee's Name	Position Title/Grade	Office Phone	Office Fax	Email Address
Current Supervisor's Name	Supervisor's Title	Office Phone	Office Fax	Email Address
Goals for Successful Performance in Current Position	Short-term Career Goals (2-3 years)	Long-term Career Goals (3+ years)		
Developmental Objectives: What do you need to do this year to work toward your goals?	Developmental Activities (training, assignments, projects, details, etc.)	Proposed Dates	Estimated Costs	Date Completed

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Notes:		Employee's Signature/ Date		
		Supervisor's Signature/ Date		

Instructions for Use:

This form is required for all permanent full-time employees and should be updated annually. The employee and the supervisor should each retain a copy for his/her records.

Instructions

Complete the Individual Development Plan following these steps:

1. Employee Developmental and Career Goals:

The employee and supervisor should work together to complete the goals for successful performance in the employee's current position and the employee's short- and long-term career goals on the first page of the IDP.

Developmental Objectives:

In this section describe what the employee needs to do this year to work towards his/her goals. Objectives describe what the employee needs to learn or achieve in order to reach his/her goal. Example: Develop leadership skills; etc.

2. Determine a method of training and a training time frame.

Determine what type of training or activity is needed to accomplish the employee's developmental goals. It could be On the Job Training (OJT), a detail, or an actual training course or a combination of methods. Identify the proposed dates for the training or activity in the *Proposed Dates* column. Enter the actual or estimated cost of the activity in the *Estimated Costs* column. Once the training is completed, write the date in the *Date Completed* column.

Methods of training:

- **OJT:** On the job training. This can include coaching by a skilled individual or details into positions that will give the employee the skills and knowledge needed.
- **Details:** Temporary assignments to another location and/or position to gain specific knowledge and/or experience.
- **Courses:** Information available on our website <http://training.usgs.gov>.
- **Web Based Learning:** On-line training is available from DOI University at <http://www.doi.gov/training> , and OPM's website at <http://www.golearn.gov>.

3. Discuss the Development Plan with your Employee

Discuss the IDP with the employee and make any necessary modifications. The supervisor and employee should sign and date the plan. This plan should be completed within 60 days from the beginning of the performance year.

4. Review and Modifications

This plan should be reviewed at each performance review and modified as situations or needs change